

Health and Safety Policy for Horfield Health Centre

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1 Introduction

1.1 Policy statement

The purpose of this document is to meet the requirements of all relevant health and safety legislation and to enable Horfield Health Centre ('the Practice') to operate effectively thereby allowing employees, contractors and visitors to undertake their activities without risk to their health, safety and wellbeing.

1.2 Status

The Practice aims to design and implement policies and procedures that meet the diverse needs of our service, workforce and service users, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010. Consideration has therefore been given to the impact this policy might have in respect to the individual protected characteristics of those to whom it applies.

This policy complies with the requirements of the Health and Safety at Work etc. Act 1974 (and other associated legislation).

1.3 Training and support

The Practice will provide guidance and support to help those to whom it applies understand their rights and responsibilities under this policy. Additional support will be provided to managers and supervisors to enable them to deal more effectively with matters arising from this policy.

2 Scope

2.1 Who it applies to

This document applies to all employees of and visitors to the Practice and other individuals performing functions in relation to the Practice, such as agency workers, locums and contractors.

2.2 Why and how it applies to them

This policy sets out the general health and safety duties which employers have towards employees and members of the public. It also sets out the duties which employees have to themselves and to each other.

These duties are detailed in the relevant legislation by the principle of "so far as is reasonably practicable". The employer does not have to take measures to avoid or reduce the risk if they are technically impossible or if the time, trouble or cost of the measures would be grossly disproportionate to the risk. The employer should therefore look at the type of risks and take sensible measures to reduce them.

3 Definition of terms

3.1 Duty of care

A moral or legal obligation to ensure the safety or wellbeing of others.

3.2 Safe access and egress

Refers to the means of entry and exit to the workplace.

4 Policy/guidance

4.1 Health and safety policy statement

This Health and Safety Policy is to provide and maintain a healthy and safe workplace by ensuring that a safe system of work is provided for all employees at the Practice.

Additionally, the Practice will ensure that the working environment and provision of equipment is safe and that suitable and sufficient information, instruction and training are provided to employees to ensure their health and safety.

All Practice employees have a duty to ensure that they work safely and that their acts or omissions do not result in harm to either themselves or others on the premises. Employees are encouraged to bring to the attention of the management team any concerns relating to health and safety issues.

The Practice also recognises its duty of care towards others, including visitors and contractors. These persons will be provided with suitable and sufficient information to ensure their health and safety. Additionally, the actions of visitors and contractors will be managed so as not to cause harm to our employees or themselves.

Overall responsibility for health and safety at the Practice is held by:

Peter Maynard – Practice Business Manager

Their role is to ensure that the policy is effectively implemented and maintained so that the Practice keeps within the requirements of the relevant legislation. They will ensure sufficient resources are available to manage the policy's effective implementation.

This policy will be subject to periodic review or when there are any significant changes.

4.2 Practice responsibilities:

- To provide adequate control of the health and safety risks arising from work activities, including for specific groups (those with disabilities, pregnant women, any staff with injuries or chronic illness etc.)
- To consult with employees on matters affecting their health and safety
- To provide and maintain plant, equipment and safe systems of work

- To ensure safe use, handling, storage and transport of substances
- To provide information, instruction and supervision for employees including at induction for new staff
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To provide a safe working environment for our employees and others who enter the workplace, including safe access and egress, with adequate welfare facilities
- To review and revise this policy as necessary at regular intervals, particularly if there is a change in legislation or working Practices

4.3 Specific responsibilities

Those members of the Practice with specific health and safety responsibilities (listed as 'Named persons' in **Appendix 1**) are required to:

- Identify hazards present within the Practice and its work activities
- Ensure risk assessments are completed and any actions are implemented
- Ensure that hazardous substances are assessed and any actions are implemented
- Liaise with the enforcing authorities as and when required
- Identify any training needs
- Develop and implement safe systems of work
- Oversee the maintenance of the workplace and buildings
- Provide appropriate first aid
- Oversee fire and emergency (contamination, disaster, CBRN etc.) management
- Ensure waste is managed
- Ensure accidents are reported and investigated, and that any ill-health situations that are caused by work activities are reported and investigated

4.4 Employee responsibilities

The relevant legislation places legal duties on all employees. These are:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- Undertake any and all required training
- To co-operate with the management and partners and anyone else to help everyone meet their health and safety legal obligations
- Not to deliberately interfere with or misuse any item provided in the interest of health, safety and welfare
- Immediately report any potential health and safety risk (including any perceived risk of serious and imminent danger)

Employees are reminded that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an enforcing authority against an individual. Such action can result in penalties, e.g. fines and/or imprisonment.

5 Appendix 1 – Named persons

Peter Maynard –

- Overall responsibility for health and safety at Horfield Health Centre
- Chief Fire Marshal

Elaine Spencer –

- Responsible for first aid

Clare Wilton –

- Deputy Chief Fire Marshal

Scott Allen –

- Facilities Management
- Fire Marshal

Rhys Tawton –

- Fire Marshal

Andrew Cordell –

- Fire Marshal

Anna Graham –

- Fire Marshal

Kay Godwin –

- Fire Marshal

Suzanne Yates –

- Fire Marshal

NB Any clinician will be expected to act as a de facto first aider as and when required, and so no specific person is titled with that responsibility.

6 Appendix 2 – Reporting and Data Protection

In accordance with changes to data protection law in 2018, when an individual reports suspected health and safety concerns, the Practice will process any personal data collected in accordance with its Data Protection Policy. Data collected from the point at which the individual makes the report will be held securely by, accessed by, and disclosed to individuals **only** for the purposes of dealing with the health and safety concerns.